

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Mental Health Center**

VACANCY ANNOUNCEMENT

(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

Senior Typist Clerk

San Antonio Mental Health Center is seeking to fill a full time STC position within its Child and Adolescent Program. We are seeking a highly-motivated, organized and competent individual to lead the support staff team.

Essential Job Functions:

- Supervise 4 Intermediate Typist Clerks (ITCs)
- Oversight of ITC assignments and daily workflow
- Data entry billing and filing
- Opening and closing of cases
- Chart room organization and purging of charts
- Reception coverage
- Time keeping duties: rotos, ecaps etc.
- Oversee deposits, petty cash and bus token disbursement
- Completion of Performance Evaluations
- Other duties as assigned by the Staff Assistant or Program Head

DESIRABLE QUALIFICATIONS:

- Supervising experience
- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Ability to work as a team members and with various disciplines
- Proficient at Microsoft Word, Excel, Outlook, and IHBIS System.
- Excellent Customer Service Skills
- Flexible with the ability to multi-task

Interested Individuals currently holding the title of STC are encouraged to email or fax a cover letter along with their resume, last 2 performance evaluations and 2 years of the master time card to:

Santty Rosales 323-584-3720 Fax: 323.277.4674

Srosales@dmh.lacounty.gov

Please respond no later than July 31st, 2014